You can get to these reports by going to PeopleSoft>Campus Solutions People Tools>Reporting Tools>Query Viewer and put in the report name. You will need the **: UF_SA_COURSEFEE_QUERY** role in order to access these reports.

OWNER	TYPE	NAME	DESCRIPTION
PUBLIC	QUERY	UF_MSEUF_SECTION EXCEPTIONS	M&S/EUF Section Exceptions
PUBLIC	QUERY	UF_MS_FEE_FORM STATUS	M&S Fee Status & Projected Revenue
PUBLIC	QUERY	UF_MS_STRATEGIC_PURCHASING	M&S Items to be purchased by Item
PUBLIC	QUERY	UF_MS_SUPPLIES_ACADORG	M&S Items to be purchased by Academic Org
PUBLIC	QUERY	UF_MS_SUPPLIES_COURSE	M&S Items to be purchased by Course ID
PUBLIC	QUERY	UF_EUF_FORM_LOOKUP	Quick form lookup by Course ID
PUBLIC	QUERY	UF_EUF_FORM_STATUS	Equip Fee Status & Projected Revenue
PUBLIC	QUERY	UF_EUF_REVENUES_ACADORG	EUF Revenues by Equipment by Academic Org
PUBLIC	QUERY	UF_EUF_REVENUES_FLEX	EUF Revenues by Equipment by Dept Flex

WHEN ASKING QUESTIONS ABOUT SECTION EXCEPTIONS WHICH REPORT SHOULD I USE?

UF_MSEUF_SECTION_EXCEPTIONS
Tells you the course and class (section) that the fees for M&S or Equipment Use Fees have been removed, the term, eForm #, form status and who originated the request.

WHEN ASKING QUESTIONS ABOUT MATERIAL & SUPPLY FEES WHICH REPORT SHOULD I USE?
What forms have I submitted? What is their status? What is the projected annual enrollment, assessed credit hours, projected revenue? What form did I submit this course fee on? What is the status of my forms? Do I have anything pending?

UF_MS_FORM_STATUS
Tells you all of this information by college, department all of the Material that has been requested as well as the status of your forms.

What items is my college/department planning to buy? Can I consolidate my purchases to take advantage of discounts? How much do I have projected to spend on a certain item? What courses will be charged for "copy paper"?

UF_MS_STRATEGIC_PURCHASING
Subtotal this report to give you a look at the purchases that your college or department is planning to purchase for the term and which courses you can charge.

What Material & Supply items can I buy for a certain course? What are all of the items that I listed on my forms?

UF_MS_SUPPLIES_ACADORG
Lists the items to be purchased by course to include the fee charged each student.
UF_MS_SUPPLIES_COURSE
Lists the items to be purchased for a specific course to include the fee charged each student.

WHEN ASKING QUESTIONS ABOUT EQUIPMENT USE FEES WHICH REPORT SHOULD I USE?
What equipment is associated with a specific course for a specific term?

UF_EUF_FORM_LOOKUP
Allows a quick look up to list that tells you the equipment, assessed credit hours and the fee charged.

What forms have I submitted? What is their status? What equipment is included in the Equipment Use Fee? What is the projected annual enrollment, assessed credit hours, projected revenue? What form did I submit this equipment on? What is the status of my forms? Do I have anything pending?

UF_EUF_FORM_STATUS
Tells you all of this information by college, department all of the equipment that has been requested as well as the status of your forms.

What equipment am I charging this course for? What equipment is included in the deptflex? What courses are being charged for this equipment? I'm paying my p-card charges – is this equipment really on the list for approved purchases? How much should I estimate I will collect for this piece of equipment this year?

UF_EUF_REVENUES_ACADORG
Put in your Academic Org XXXX% and term. The report gives you a list of the equipment by deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

What if I want to know this information for just one deptflex?

UF_EUF_REVENUES_FLEX
Enter the deptflex and term. This report gives you a list of the equipment in that one deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.

What equipment is included in this one deptflex? What courses are being charged for this equipment?

UF_EU_REVENUES_DEPTFLEX
The report gives you a list of the equipment by a single deptflex, showing you the course and the projected annual revenue by equipment as well as the form that is associated with the equipment.